

**MINUTES OF MEETING BETWEEN NIGERIA GOVERNORS' FORUM, FIRST TRUSTEES LTD. AND HNB TRUSTEES LTD. HELD AT THE NGF OFFICE COMPLEX ON THURSDAY 15<sup>TH</sup> MAY, 2003.**

S/N	NOTES/RESOLUTIONS	ACTION
01	<p><b>ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>1. Alhaji Aminu Ibrahim – ED/CEO</li> <li>2. Isma'ila Ibn Dawud – PA to ED/CEO</li> <li>3. Ibrahim Ja'afar – Ag. Funds Development Officer</li> <li>4. Abdulkadir Hassan – HNB Trustees Ltd.</li> <li>5. S.T. Egbunu – First Trustees Ltd.</li> </ol> <p><b>COMMENCEMENT</b> The meeting started at 11.55 a.m. with opening prayers by S.T. Egbunu.</p>	
02	<p><b>INTRODUCTION</b> The meeting was chaired by the ED/CEO of Nigeria Governors' Forum. He made a few preliminary remarks on why the meeting could not hold as earlier scheduled because of the Ed'Il Maulud public holiday.</p>	
03	<p><b>MINUTES OF LAST MEETING:</b> The Chairman started as usual by reading the minutes of last meeting.</p> <p><b>OBSERVATIONS/ AMENDMENTS:</b> Topic number 6 in the list of topics proposed by First Trustees '<b>Trusteeship and Pension Scheme Management</b>' was omitted. Therefore topic number 6 '<b>Achieving Financial Sustainability</b>' should be number 7. Line 10 under Publicity sub-head: 'be' should be erased. Line 1 under Venue sub-head: should read 'negotiate' not 'push'. Line 2 under Materials sub-head: 'notice' should be inserted after prior. Line 1 under Miscellaneous sub-head: should read '...was increased from ₦100,000.00 to ₦250,000.00. Because ₦100,000.00 was considered inadequate'. Line 2 under Miscellaneous sub-head: 'cost' to be inserted after total. Names of organizations should be indicated in the minutes instead of that of their representatives. Names of representative may however be indicated beside relevant action(s) assigned/undertaken. In the absence of any further observations and/or amendments, HNB Trustees moved for the adoption of the minutes which motion was seconded by First Trustees.</p>	
04	<p><b>PARTICIPATION FEES:</b> The Chairman called for input with regards to the sum of ₦50,000.00 Participation Fees recommended in the Proposal.</p> <p>First Trustees pointed out that the fees is on the high side, and considering other costs of travel and accommodation to the participants, downward review to ₦35,000.00 was suggested in order not to discourage participation.</p> <p>On the other hand NGF pointed out that because of the high positions of the participants (being policy makers in their states), the fee of ₦50,000.00 is not being high. Beside the influence of the NGF's Chairman and Members is to be brought to bear in getting maximum participation.</p>	

<p>05</p>	<p>HNB Trustees suggest that relevant hotels could be approached to offer discounts of between 20-25% to the participants, as ways of reducing costs of participation. Additionally, such hotels could be persuaded to place advertisements in the Seminar's Programme. After further deliberations the recommended Participation Fees of ₦50,000.00 was agreed upon.</p> <p><b>ROLES EXPECTED OF PARTNERS:</b> The Chairman called for contribution in respect of roles to be performed by each partner as per the '<b>cost implications</b>' detailed in the proposal and agreed upon in the last meeting. These are;</p> <ol style="list-style-type: none"> <li>1. <i>Publicity,</i></li> <li>2. <i>Venue,</i></li> <li>3. <i>Materials,</i></li> <li>4. <i>Resource Persons, and</i></li> <li>5. <i>Miscellaneous.</i></li> </ol> <p>HNB Trustees expected that the Governors will contribute towards the Seminar, while the two trustee partners are to make up the short fall. First Trustees also pointed out that financial involvement of NGF will confirm its full commitment to the project. The Chairman (ED/CEO of NGF) pointed out that the proposal is explicit on role(s) expected of NGF, that of providing the platform, organization and coordination of the Seminar. However, to expect the contribution of the governors will go against the timing of the Seminar, if the transitional period and the bureaucratic nature of Government are taken into consideration. The Chairman at this juncture suggested the inclusion of additional partner, Novotel Consult Limited, which has expressed interest to be a partner. So that it can provide the financial contribution required of NGF, on behalf of itself and NGF. First Trustees is, however, of the view that unless the company is in related business as the Trustee-partners, it isn't wise to bring it in at this point in time. After lengthy deliberations it was agreed that the Trustee-partners should consult with their managements on NGF's demand for them to undertake the total cost of the Seminar. It was further agreed that the Chairman should arrange for a 10minutes address/presentation by the Trustee-partners to the Governors, at their next meeting scheduled for 1<sup>st</sup> June, 2003. This will serve as perfect place and situation to reach all the governors and sell the seminar and its importance to them, as well as to seek for their support for maximum participation.</p>	<p><b>Trustee-partners</b></p> <p><b>ED/CEO</b></p>
<p>06</p>	<p><b>OTHER MATTERS ARISING:</b></p> <ol style="list-style-type: none"> <li>1. <b>Common Letterhead and Envelopes:</b> The Trustee-partners promised to supply their logos latest by morning of 16<sup>th</sup> May, 2003.</li> <li>2. <b>Materials:</b> Sample folder and ring binder as well as their quotation sent by <b>TJ Exclusives</b> from Lagos were presented to the meeting for consideration. They are considered to be of low quality and the two together as cumbersome. It was agreed that a corporate quality folder with zipper and big enough to contain all the Seminar papers will suffice. That more samples with</li> </ol>	<p><b>Trustee-partners</b></p> <p><b>Isma'ila</b></p>

quotations, within the budget, should be called for.

07

**ADJOURNMENT:**

In the absence of any other matter the next meeting was fixed for 27<sup>th</sup> of May at the same venue, at 11.00am. Any change would be communicated before this date.

HNB Trustees moved for adjournment which was seconded by NGF.

The meeting ended at 1.10 p.m. with closing prayers by Ibrahim Ja'far.

**Alhaji Aminu Ibrahim**  
**ED/CEO**

**Isma'il Ibn Dawud**  
**PA to ED/CEO**

**Distribution List:**

- 1. Alhaji Aminu Ibrahim**
- 2. Isma'ila Ibn Dawud**
- 3. Ibrahim Ja'afar – Ag. Funds Development Officer**
- 4. Abdulkadir Hassan – HNB Trustees Ltd.**
- 5. S.T. Egbunu – First Trustees Ltd.**